



TRIBAL NATION FLOWER COMPANY

JOB POSTING CLOSING DATE: 1/16/2025

Job Title: Security Officer
Reports to: General Manager
Salary Range: \$17.50/hr. - \$19.50/hr.
Classification: Part-time, Non-Exempt
Status: Part-Time, Regular
Location: Coarsegold, CA

JOB SUMMARY

Under the direction of the General Manager, the Security Officer will monitor daily operations to prevent both internal and external theft. They will assist the dispensary in maintaining a safe environment for staff and customers, as well as handle customer check-ins. Security Officers will patrol company property to deter theft and violence. Qualified applicants should have a military or law enforcement background or extensive professional security experience and training.

Essential Duties

- Monitor and patrol interior and exterior premises as directed by the General Manager
- Escort dispensary personnel as needed
- Work from a designated check list to prevent and deter criminal activity and loss of assets
- Check-In of dispensary guests at reception desk
- Assessing the security of the dispensary and identifying areas that need improvement
- Ensuring that security goals, deadlines, and performance standards are met
- Communicate with retail staff and management to maintain traffic flow, minimize wait times, and maximize customer sales and satisfaction
- Clean the store and ensure products are properly displayed before the store opens
- Maintain the organization of the security station and dispensary entrance through daily upkeep
- Advise customers concerning particular products or services
- Organizing shift schedules for team members
- Assisting with dispensary tasks as necessary
- Handling customer issues and managing conflicts
- Adhering to company policies and health, safety, and employment standards
- Performs other job-related duties as assigned.

Minimum Qualifications

- High school diploma / GED
- A valid State issued Driver's License
- A Passport quality photo
- Must be 21 years of age or older



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- Must successfully pass a background check
- Must successfully pass a drug test for all substances non-cannabis
- Must possess current CPR and First Aid Certificates
- Must possess current Guard Card

Preferred Experience

- Bilingual (English/ Spanish) applicants are strongly preferred
- 3-5 Years' experience in a similar role
- Background in military service, law enforcement, security, or related field
- Weapons and armed response training
- Excellent customer service and verbal communication skills
- Experience and/or training in de-escalation and conflict resolution
- Ability to workdays, nights, holidays, and weekends in rotating shifts
- Accurate data entry and record-keeping Proficiency in Microsoft Word, Excel, Outlook, and email and internet applications
- Knowledge of customer marijuana policies, law, compliance, and regulations

Required Knowledge, Skills, and Abilities

- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Resume
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov



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PRCI Tribal Preference:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

Indian Preference Statement:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

HR Representative Signature

Date